

PS-08.05, "Vocational Education,"

SCDC POLICY/PROCEDURE

NUMBER: PS-08.05

TITLE: VOCATIONAL EDUCATION

ISSUE DATE: October 1, 2010

RESPONSIBLE AUTHORITY: DIVISION OF EDUCATIONAL SERVICES

OPERATIONS MANUAL: PROGRAM SERVICES

SUPERSEDES: PS-08.05 (November 1, 2002); (July 1, 2001)

RELEVANT SCDC FORMS/SUPPLIES: E-8, E-10, E-11, E-12, E-21, E-22, E-23, E-24, 22-5

ACA/CAC STANDARDS: 3-4033, 3-4035, 3-4036, 3-4265, 3-4410, 3-4411, 3-4413, 3-4418-1, 3-4419, 3-4422, 3-4422-1

STATE/FEDERAL STATUTES: NONE

PURPOSE: To provide guidelines for the administration of Vocational Education programming within the South Carolina Department of Corrections.

POLICY STATEMENT: The Agency is committed to providing inmates with vocational training which will assist them in obtaining employment upon release from the SCDC. To this end, the Agency will establish Vocational Education programming for inmates in accordance with all applicable SCDC policy/procedures, American Correctional Association Standards, and state and federal statutes/regulations.

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### SPECIFIC PROCEDURES:

#### 1. RESPONSIBILITIES:

1.1 The Division of Educational Services will develop and administer Vocational Education programming for the Agency in accordance with accreditation standards as delineated in the Defined Minimum Program for Palmetto Unified School District #1 and federal and state statutes and regulations. The Supervisor of Vocational Education, Division of Educational Services, will monitor this program and ensure that there is a written curriculum for each vocational education program. (3-4410, 3-4411)

1.2 School Leaders will be administratively responsible for implementing and supervising Vocational Education curriculums and activities in their respective institutions and ensuring that an SCDC Supply E-4, "Individualized Education Plan" is developed for each participating inmate. School Leaders will ensure that vocational programs are on a flexible schedule which allows inmates to enter courses at any time where emphasis is placed on individualized instruction. (3-4419)

1.3 The Division Director of Classification and Inmate Records or designee will be responsible for ensuring that inmates who are enrolled in Vocational Education are not transferred prior to completion of the program . If however it is necessary to transfer an inmate for medical, disciplinary, or security reasons, a representative from the Division of Classification will notify the School Leader that an inmate/student has been transferred prior to completion of the vocational program.

1.4 Institutional classification caseworkers will be responsible for making appropriate entries in the Offender Management System as these relate to Earned Educational Credit (EEC), Earned Work Credit

(EWC), and transfers.

1.5 Inmates who fail to maintain acceptable progress or who pose a safety risk may be removed from vocational programs by the School Leader with concurrence from the Education Superintendent/Vocational Supervisor and ICC.

## 2. ELIGIBILITY:

2.1 Any inmate, regardless of sex, age, race, religion, creed, disability, or national origin, will be eligible to enroll in vocational education programs if s/he meets the following criteria: NOTE: The School Leader in collaboration with the ICC will determine inmate eligibility for enrollment. (3-4265)

2.1.1 Meets all minimum basic education level requirements as prescribed below (Table 2A) for the specific vocational program; enrollment waivers (exceptions) may be submitted in writing by the School Leader to the Education Superintendent/Vocational Supervisor.

2.1.2 Has not previously completed an SCDC vocational program (Exceptions to this requirement are rare, but may be submitted in writing by the School Leader to the Education Superintendent/Vocational Supervisor, Division of Educational Services.) However inmates who have earned a vocational certificate may be placed on a waiting list.

2.1.3 Has a reasonable expectation of release, parole, or work release within 24 months of enrollment and has enough time left on his/her sentence to complete the program (Exceptions to this requirement are rare, but may be submitted in writing by the School Leader to the Education Superintendent/Vocational Supervisor, Division of Educational Services.)

### Basic Educational Requirements

Table 2A

Program	TABE	Applied Math (WorkKeys)	Locating Info. (WorkKeys)	Reading for Info. (WorkKeys)
Auto Body	6	3	3	3
Auto Mechanics	7	4	4	4
Barbering	6	3	3	3

Carpentry	6	3	4	3
Electrical	7	5	5	5
Heavy Eq. Oper.	6	3	3	3
Heavy Eq. Mech.	7	4	4	4
Horticulture	6	3	3	3
HVAC	7	5	5	4
Masonry	6	3	4	4
Maintenance/Repair	7	3	4	4
Office Skills	7	4	4	4
Plumbing	7	4	5	3
Small Eng. Repair	7	4	4	4
Upholstery	6	4	3	3
Welding	6	3	4	3

### 3. ENROLLMENT PROCEDURES:

3.1 The inmate must sign an SCDC Supply E-10, "Request Hold for Transfer/Waiver of Transfer Agreement," and submit the form to the School Leader. The School Leader will sign the SCDC Supply E-10 and forward it to the Institutional Classification Committee. When the inmate is selected to begin the program, the assigned institutional classification caseworker will make the appropriate entry in the inmates automated record in the Offender Management System. The original SCDC Supply E-10 will be forwarded to the Central Records Office and copies will be maintained in the inmates institutional record and student record.

3.2 The inmate must sign an SCDC Supply E-21, "Vocational Training Agreement." The original SCDC Supply E-21 will be forwarded to the Central Records Office and copies will be maintained in the inmates institutional record and student record.

#### 4. VOCATIONAL PROGRAM CURRICULUMS:

4.1 Normally, vocational classes will have no more than 15 inmates. Vocational classes will never exceed 30 inmates.

4.2 The School Leader and vocational instructors will ensure that SCDC Policy/Procedure ADM-16.03, "Occupational Safety and Health" and all other applicable Occupational Safety and Health Act and other federal and state safety rules and regulations are followed by all students and personnel. Safety requirements will be stressed. No inmate will be allowed to operate tools or equipment prior to passing a test on the safety procedures to be followed in the operation of that tool or equipment. This training and test will be documented on SCDC Form 22-5, "Inmate Training Record," and will be maintained in each inmates educational record. No inmates or unqualified personnel will be allowed to enter a vocational shop/classroom unless supervised by the appropriate vocational teacher.

4.3 Instruction will include organized, systematic, group and individualized lectures, demonstrations, and projects. Topics to be covered will include: theories, concepts, modern techniques, tools, specifications, wage levels, and job search and interviewing techniques. Where applicable, blueprint or schematic reading, bonding techniques, related mathematics, and applied science instruction will be included.

4.4 Vocational instructors will use the State Department of Education's Office of Career and Technology Education's approved curriculum which is the National Center for Construction, Education and Research (NCCER) and the State Department of Education's approved standards of learning. (3-4413)

A state-wide Vocational Advisory Committee will be formed by the Supervisor of Vocational Education, Division of Educational Services. This committee will have no fewer than 7 members and no more than 15. These members will be vocational professionals from around the state and they will meet twice per year.

4.5 Supplemental instruction in basic education skills such as reading and mathematics (based on available resources) will be provided for enrolled inmates who do not have a high school diploma or GED and who cannot score at least an 8.0 grade level in the TABE reading and math areas.

4.6 Vocational education components of individualized education programs for handicapped inmates participating in vocational programs will be prepared by the vocational teacher with assistance from the school Principal or Educational Coordinator, special education teacher, and other personnel who can offer assistance in designing instruction appropriate for those inmates with physical, mental, emotional or learning disabilities. (3-4418-1)

#### 5. PLACEMENT OF VOCATIONAL PROGRAM GRADUATES:

5.1 SCDC Division Directors, Agency staff members who are responsible for filling inmate jobs, and institutional classification committees will give priority to vocational programs graduates in job placement decisions.

## 6. VOCATIONAL PROGRAM REPORTING:

6.1 Each School Leader is responsible for submitting monthly electronic attendance/achievement data to the Supervisor of Vocational Education, Division of Educational Services, by the fifth working day of the month for the preceding months activities. Vocational instructors in institutions without a School Leader are responsible for submitting their attendance/achievement data to the Supervisor of Vocational Education, Division of Educational Services.

6.2 Each vocational teacher will maintain a progress report for each inmate participating in the vocational program. Completed reports will be maintained in the inmates student record and a copy will be forwarded to the Institutional Classification Committee for job placement when the inmate completes the vocational program. The instructor will also ensure that each vocational program graduate receives a certificate of completion. (3-4422, 3-4422-1)

## 7. PRODUCTION OR REPAIR SERVICES PROVIDED BY VOCATIONAL EDUCATION PROGRAMS :

### 7.1 Scope of Services:

7.1.1 Production or repair services will not take priority over the training requirements of the affected vocational education course. The respective Vocational Education Instructor will have the responsibility of accepting and scheduling only those projects which enhance the vocational training course. These projects will be subject to approval/disapproval by the Education Superintendent/Vocational Supervisor. The SCDC Form E-24 must be approved/completed before special vocational projects are begun.

7.1.2 The Agency will assume no liability for damages to property due to improper repair services, fire, theft, loss, accident, or any other source beyond its control.

7.1.3 Requesters for services to automotive vehicles without a license plate must be able to present proof of ownership before services begin.

7.1.4 Adequate records of all services and training provided, revenues generated, and expenditures made will be maintained on file by the Vocational Instructor for at least three (3) years. The School Leader will ensure proper management of these funds in accordance with SCDC Policy/Procedure ADM-15.06, "Special Funds Accounts." The Education Superintendent/Vocational Supervisor must approve all "Vocational Special Funds" expenditures.

7.1.5 A request for services must be submitted to the Vocational Education Instructor on SCDC Supply E-8, "Vocational Education Program Service Request." The Vocational Education Instructor will inform the

requester within 30 days of acceptance or non-acceptance of such requested services. Services that are expected to take more than 15 contact hours will require the approval of the Education Superintendent/Vocational Supervisor.

7.1.6 All parts and materials needed for such services will be provided by the requester prior to initiation of such services. The requester will also provide any additional parts or materials which are found to be needed after work has begun.

7.1.7 The Vocational Education Instructor will be required to keep a record of the student name(s), skills practiced, and student hours provided for such production or repair services. Such a record will be maintained on SCDC Supply E-8, "Vocational Education Program Service Request," in the training section.

## 7.2 Scheduling of Services and Products:

7.2.1 Scheduling of repair services or products for requesters will be on a first-come, first-served basis. Priority will be given to the SCDC, other governmental agencies, eleemosynary organizations, and the public, respectively. No priority will be given to Agency employees. No services will be provided for inmates.

7.2.2 Service or product completion estimates are only approximations. Duration needed to provide agreed upon service or product may extend beyond estimated time provided.

7.2.3 The Vocational Education Instructor will inform the requester of the estimated start date for such services.

7.2.4 The Vocational Education Instructor will ensure that the requester is immediately notified of completed work. The requester will be required to pick up completed work within 30 days of notification by the Vocational Education Instructor. Items remaining unclaimed after 30 days may be disposed of in accordance with applicable law, as per instructions received from the SCDC General Counsel.

## 7.3 Production of Goods:

7.3.1 Goods may be produced for employees of governmental agencies/eleemosynary organizations or the public.

7.3.2 Requestor must initiate the project by using the SCDC E-24 Form . Project must not begin until approved by the Superintendent/Vocational Supervisor.

7.3.3 Scheduling of goods produced will be coordinated by the Superintendent/Vocational Supervisor.

#### 7.4 Labor Costs/Collection of Fees:

7.4.1 No state or federal funds will be used for providing repair services to governmental employees or community citizens.

7.4.2 The estimated labor fee will be 10% of the total labor charge that would be paid a commercial provider of like goods and services.

7.4.3 The estimated labor fee will be based upon a commercial publication of standard labor charges for such services. If no such publication is available, the Vocational Education Instructor will use his/her own construction of charges.

7.4.4 A requester for production or repair service will agree to pay a labor fee which will be determined upon final completion of such services. The final labor fee may vary from the initial estimated labor fee. If, after the work has begun, the instructor determines that the labor fee will be more than 50 percent higher than estimated, s/he will notify the applicant, in writing, prior to proceeding. An equivalent value of shop supplies may be substituted for the labor fee.

7.4.5 The Vocational Education Instructor will ensure that requesters reimburse all fees to the department prior to the return of repaired property to them. SCDC Supply E-8, "Vocational Education Program Service Request," will be utilized for such purposes.

7.4.6 There will be no tipping to inmates completing such services.

7.4.7 All revenues and expenditures as a result of such services will be recorded in an Institutional Special Fund, which will be initiated and maintained in accordance with SCDC Policy/Procedure ADM-15.06, "Special Funds Accounts." (3-4033)

7.4.8 Such records will be subject to audit by the Business Manager, Division of Educational Services, the Division of Internal Audits, and the Financial Accounting Branch. (3-4035, 3-4036)

7.4.9 A report of any unpaid bills or unclaimed property will be prepared by the respective Vocational Education Instructor and submitted to the School Leader, with copies to the Warden and Education Superintendent/Vocational Supervisor, Division of Educational Services.

#### 8. DEFINITIONS:

Individualized Education Program (IEP) refers to a specific written plan of educational instruction/activities for an inmate participating in educational programming.

Test of Adult Basic Education (TABE) refers to a standardized test administered to inmates for the purpose of assessing basic skills in reading, math, and languages at all levels.



School Leader- Principal, Education Coordinator or lead teacher who is responsible for overseeing educational operations within a school or institution.

Services- Examples of services (mending upholstery, repairing automobiles/lawnmowers, repairing/refinishing furniture).

Goods- New items or articles constructed within a vocational shop.

s/ Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

DIVISION OF EDUCATIONAL SERVICES

VOCATIONAL TRAINING AGREEMENT

Institution:\_\_\_\_\_

I, \_\_\_\_\_, SCDC \_\_\_\_\_,

desire to be enrolled in the Vocational Training Course of \_\_\_\_\_. I understand and agree to the following conditions accompanying my enrollment in the program:

1. There is a fifteen (15) day trial period for me to evaluate the course and for the instructor to evaluate my potential in the course.

2. The training period is approximately \_\_\_\_\_, not to exceed six (6) months. During this time I agree to complete all the written course work including written assignments and tests. I also agree that in addition to completion of the written work, I will complete all Lab/Shop assignments needed to complete the course. Non-completion of the above requirements will result in a job performance review by the Instructor and Principal and will most likely result in termination.

3. As part of this agreement to complete the course, I will waive transfer to any other institution until the course is finished.

4. Also, I agree not to accept any other institutional assignment which would interfere with the completion of my vocational training.

5. I realize that this will be considered a job assignment, and I will be expected to report to work regularly and on time. If not, I may be written up for "Failure to Report to Work," and/or, "Out of Place." I agree to abide by the general school rules and attendance policy.

6. I understand that I will be expected to seek related employment within the Department of Corrections upon completion of the course.

7. This agreement can be voided or amended only by mutual consent of the Principal and the Vocational Instructor, or by the Warden of the Institution or a higher SCDC Official.

I sign this agreement of my own free will, without any threats, coercion, inappropriate encouragement, or promises from anyone employed by the South Carolina Department of Corrections.

\_\_\_\_\_

Witness

Inmate SCDC #

DATED: \_\_\_\_\_

SCDCSUPPLY E-21 (MAY 1999)